



Who We Are: "The Authority" believes that public, education and governmental access television are all about creating community programming with few or no barriers to the producer. We will provide you with the equipment, the training, the studio space, the airtime and the support staff to help you make your own program, at no cost. The few limitations that do exist are set by state and federal law, and your own imagination and ambition. Public Access television in Rhode Island - it's television that *you* make.

In Rhode Island, The Authority provides public, educational and governmental access in every town in Rhode Island except New Shoreham.

Position: Public Access Coordinator

Reports to: Director of PEG Access

Supervises: None

Location: Westerly Branch - Ashaway, RI (in-person only)

Type: Full-Time

Exempt / Non Exempt: Non-exempt

Basic Function: The Public Access Coordinator for PEG (Public, Education & Government) Access Television will provide information to the members of the community about Public Access Television opportunities; provide guidance and instruction to volunteers in the use of the production equipment for local programming needs; coordinate proper playback of programming and provide timely updates of community information.

Specific Duties (including but not limited to):

- Provides supervision to encourage the consistent quality of completed Public Access programming.
- Where applicable, monitors programming for proper playback quality.
- Where applicable, provides proper tape traffic control operations.
- Playback scheduled programming in Master Control
- Directing Studio Productions.
- Supervises crews during access productions.
- Provides efficient administrative operations.
- Knowledge in non-linear editing.
- Collects and provides information regarding studio operations for reports to the RI DPUC.



- Conducts training of volunteers at various levels of experience.
- Positive interaction with general public regarding Public Access services and opportunities.
- Provides the technical set-up of studio/field control room from productions to ensure a high level of operational quality during a production.

Education / Experience / Qualifications:

- College degree or equivalent experience.
- Valid driver's license with good driving history.
- Ability to travel to and from other studios for training / meetings.
- Ability to lift equipment (up to 20lbs)
- Communication skills are a must. Ability to clearly communicate issues and understand expectations
- Positive and professional manner is required. This position represents not only self; but the Company and Department on a daily basis.
- Organizational skills and attention to detail is a high priority.
- Must be focused.
- Technical expertise with production equipment preferred.

What We Offer: At PEG Access/Rhode Island PBS, we foster a creative, dynamic workplace where employees can thrive, grow and connect with our mission. We offer a comprehensive benefits package that includes:

- Health and Wellness Benefits including health, dental and vision insurance;
- 403(b) Retirement Plan Benefit that includes a 100% matching contribution up to 6% of the employee's contribution, plus a pre-tax employer discretionary match up to 2% of the employee's compensation;
- Paid Time Off package of 25 days, as well as a minimum of 12 holidays each year;
- Other Benefits Options including a flexible spending account, life insurance, long-term disability insurance, pet insurance, and other voluntary insurance options.

How to Apply: Interested applicants should email their application documents to careers@ripbs.org. Required application documents for this position include:



- Resume

Applications will be reviewed on a rolling basis but applications submitted by July 31, 2024, will receive priority consideration. Please indicate the position to which you are applying in the subject line of your email.

No phone calls, please.

PEG Access/Rhode Island PBS is an equal opportunity employer committed to maintaining a diverse and inclusive workplace. People of color, people with disabilities, and LGBTQ candidates are encouraged to apply. We consider all applicants without regard to race, color, religion, gender identity, gender expression, sex, sexual orientation, national origin, age, disability, military service, or genetic information.